

REQUEST FOR PROPOSALS

FOR

**Asilomar State Beach and Conference Grounds
Pacific Grove, California**

ERRATA #1

June 24, 2008

NOTICE OF REQUEST FOR PROPOSALS

The goal of this RFP is to award a twenty (20) year contract to a qualified entity to develop, manage, and maintain high-quality conference grounds offering lodging and conference facilities pursuant to Public Resources Code Section 5080.25.

Notice is hereby given that the California Department of Parks and Recreation now is accepting proposals for the concession operation described below.

Concession Name:	Asilomar Conference Grounds
Park Unit:	Asilomar State Beach and Conference Grounds
Proposal Closing Time & Date:	2 p.m. on September 30, August 26, 2008
Proposal Submission Location:	Concessions, Reservations, and Fees Division 1416 Ninth Street, #1442-13 Sacramento, California 95814
Contract Term:	Twenty (20) years
Minimum Annual Rent Bid:	One million five hundred thousand dollars (\$1,500,000) or eight percent (8%) of gross receipts, whichever is greater
Additional Fees:	\$200,000 per year for Programs Support Account increased by 2.5% annually; and \$500,000 per year for State Operational Support Cost increased by 5% annually
Facility Improvement Account	Two percent (2%) of gross receipts
State's Accessibility Plan	Fifteen million (\$15,000,000) construction
Proposal Bond	Twenty Thousand Dollars (\$20,000)
Performance Bond	One year's minimum rent as bid
Proposer's Minimum Years of Relevant Experience:	Ten (10) years
Mandatory Pre-Proposal Meeting	June 3, 2008, 10:00 a.m.

For more information or to purchase a copy of the complete RFP for \$75.00, contact Jim Pine or Teresa Montijo at the Concessions, Reservations, and Fees Division, 916-653-7733, or visit the website at www.parks.ca.gov/concessions to download a complimentary copy of the RFP.



Ruth Coleman, Director

REQUEST FOR PROPOSALS
FOR
Asilomar State Beach and Conference Grounds
Pacific Grove, California



Opening Date
May 20, 2008

Closing Date
August 26, 2008–September 30, 2008

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION
CONCESSIONS, RESERVATION AND FEES DIVISION
1416 NINTH STREET, 14TH FLOOR
SACRAMENTO, CA 95814



SECTION 2 - THE RFP PROCESS

2.1 PROPOSAL PROCESS

Tentative Proposal Dates

May 20, 2008	Opening Date - Publication of the RFP
June 3, 2008	Mandatory Pre-Proposal Meeting
June 13, 2008	Questions - Last date for proposers to submit written questions
June 26 July 17, 2008	Answers - DPR written responses to questions
August 26 September 30, 2008	Closing Date - Deadline for proposal submission
September October 2008	Investigation and evaluation of Proposals
October December 2008	Notification of "Intent to Award Contract"
December 2008 January 2009	Award, preparation, and execution of contract
January 4, February 1, 2009	Twenty (20) years contract begins

Note: This schedule does not consider unforeseen factors that could impact the timing of the project. It is the intent of the State to keep proposers apprised of changes in the schedule as they occur. Should the award of the contract be protested, additional time will be required to resolve the matter.

Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting and site tour will be conducted at 10 a.m. on June 3, 2008, at the Social Hall, Asilomar Conference Grounds, 800 Asilomar Avenue, Pacific Grove, California 93950. Failure to attend the entire meeting will cause your proposal to be rejected. There will be no exceptions to this requirement. Proposers must contact Michael Ferry at (831) 646-6441 or Mat Fuzie at (831) 649-2836 by May 30, 2008 to reserve space at the meeting.

The meeting provides an equitable forum for all proposers to:

- Meet local Department staff;
- Learn about the RFP process, including procedures for questions and answers, proposal submission, and contract award;
- Inspect the concession site and receive information on the park and facility history and Department plans for the park and the concession;
- Review the RFP document.

RFP Content Questions

Questions regarding this RFP must be submitted in writing to the Department via dated e-mail or postmark no later than 5 p.m. on June 13, 2008. To ensure fair competition in which all proposers receive the same information and materials, no telephone or personal inquiries about this RFP will be answered. Questions must be submitted in

writing to the Department by mail, electronic mail or fax at the address and phone numbers listed below. A written compilation of all questions and answers, and any RFP addenda, will be sent by first-class mail to all identified potential proposers. Questions will be answered as clearly and completely as possible without jeopardizing the competitiveness of the proposals.

Proposers should send their questions addressed to:

California Department of Parks and Recreation
Concessions, Reservations, and Fees Division
1416 Ninth Street, Room 1442-13
Sacramento, California 95814
Attn: Jim Pine
E-Mail: jpine@parks.ca.gov
Fax: 916-657-1856

Proposal Bond

Proposals must be accompanied by a Proposal Bond or cashier's check payable to the State of California, Department of Parks and Recreation, in the amount of twenty thousand dollars (\$20,000). By submitting a proposal bond the proposer agrees that the bond may be cashed and retained by the State. If a cashier's check is submitted it will be cashed by the State. In the event the proposer fails to execute the contract the bond or the cashier's check will be retained by the State.

Further, by submitting a proposal, proposer agrees that the State will suffer costs and damages not contemplated otherwise should proposer be awarded the contract but fail to execute and proceed with the contract, the exact amount of which will be difficult to ascertain. Accordingly, it is agreed that such retained sums shall not be deemed a penalty, but, in lieu of actual damages, shall represent a fair and reasonable estimate of damages to the State for failure of the proposer to execute and proceed with the contract upon notification of award by the State. Bonds will be returned to all proposers once a contract is executed.

Proposal Submission

Your proposal, including the Proposal bond, must be received by 2 p.m. on August 26, 2008 **September 30, 2008** at:

Concessions, Reservations, and Fees Division
1416 Ninth Street, #1442-13
Sacramento, California 95814

Proposal Format & Content

The proposal package must be sealed and clearly marked on the outside with "Proposal for Asilomar Conference Grounds at Asilomar State Beach and Conference Grounds". Please submit an original plus **five (5)** copies of your proposal. All material should be presented in an 8.5" x 11" format with tabs for each section.